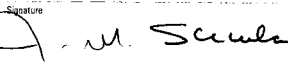
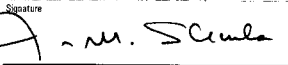


| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | 1. Agency Position No. NL11930 | | | |
|--|--|---|------|--|-------------------|---|----------|----------|------|
| 2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Orlando, FL | | 5. Duty Station Orlando, FL | | | |
| 6. DPM Certification No. | | 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| Explanation (Show any positions replaced) | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CRI) | | 11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither | | 12. Sensitivity <input type="checkbox"/> 1. Non-Sensitive <input type="checkbox"/> 3. Critical Sensitive <input checked="" type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 4. Special Sensitive | | | |
| 13. Competitive Level Code 1525 | | 14. Agency Use | | | | | | | |
| 15. Classified/Graded by | | Official Title of Position | | Pay Plan | Occupational Code | Grade | Initials | Date | |
| a. U.S. Office of Personnel Management | | | | | | | | | |
| b. Department, Agency or Establishment | | | | | | | | | |
| c. Second Level Review | | | | | | | | | |
| d. First Level Review | | Principal Deputy for Acquisition | | GS | 1101 | 15 | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | |
| 16. Organizational Title of Position (If different from official title) | | | | 17. Name of Employee (If vacant, specify) | | | | | |
| 18. Department, Agency, or Establishment Department of the Army (DA) | | | | c. Third Subdivision Office of the Commanding General (C) | | | | | |
| a. First Subdivision U.S. Army Materiel Command (AMC) | | | | d. Fourth Subdivision | | | | | |
| b. Second Subdivision Simulation, Training, and Instrumentation Command (STRICOM) | | | | e. Fifth Subdivision | | | | | |
| 19. Employee review - This is an accurate description of the major duties and responsibilities of my position. | | | | Signature of Employee (optional) | | | | | |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | | | | | |
| a. Typed Name and Title of Immediate Supervisor JAMES M. SKURKA, DEPUTY TO THE COMMANDER | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | | | |
| Signature  Date 5 July 00 | | | | Signature Date | | | | | |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | 22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS GS-1102, Contracting Series, Mar 90; USOPM PCS Handbook of Occupational Groups and Families, Jan 99 | | | | | |
| Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER | | | | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | | | | | |
| Signature  Date 5 July 00 | | | | | | | | | |
| 23. Position Review | | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
| a. Employee (optional) | | | | | | | | | |
| b. Supervisor | | | | | | | | | |
| c. Classifier | | | | | | | | | |
| 24. Remarks This position is at full performance level. BUS: 7777 This is a Critical Acquisition position. | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | | | |

PRINCIPAL DEPUTY FOR ACQUISITION

INTRODUCTION

Position is located within the Command Group, U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The STRICOM Commander also serves as the Joint Simulation System (JSIM) Program Manager. Incumbent of this position will provide, within area of responsibility and expertise, advice and guidance to both STRICOM and JSIMS leadership/commanders, managers and supervisors.

The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition, fielding, and sustainment of Army training devices, simulations, simulators, instrumentation, target threat simulators, as well as Advanced Distributed Simulation (ADS). The Commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities of both system and non-systems TADSS and test instrumentation/targets/threat simulations through a matrix organization and Project Managers.

JSIMS is an Acquisition Category ID (ACAT ID) Program reporting directly to the Under Secretary of Defense, (Acquisition, Technology and Logistics) through the Army Acquisition Executive. JSIMS is the next generation command and battle staff training simulations for the Commanders in Chief (CINCs), their components/commands, other Joint organizations, and the Service/agencies to conduct simulated training exercises. JSIMS provides a realistic environment for CINCs to train subordinate warfighting commanders, develop doctrine and tactics, formulate and assess operational plans, conduct mission rehearsal, define operational requirements and provide operational input to the acquisition process.

Incumbent is the Principal Deputy for Acquisition (PDA) responsible for addressing the full spectrum of acquisition policy, encompassing systems management and acquisition processes.

MAJOR DUTIES

Serve as the senior technical expert and advisor to the CG STRICOM, his command Group, Program Managers and Functional Directors throughout STRICOM and JSIMS on policy and procedures governing materiel acquisition policy. To exercise this responsibility, incumbent must have capstone, integrative knowledge of all acquisition process activities. In particular, incumbent is the expert in matters relating to Acquisition Reform (AR). As the Acquisition Reform Advocate directs senior-level teams to plan, formulate, design, coordinate and execute acquisition reform training and assessment. Serves as STRICOM's principal agent for acquisition business process information technology with the responsibility for integrating, evaluating, and analyzing implementation of acquisition information technology, including integrating information technology with STRICOM's strategic and business plans and objectives. Formulates STRICOM and JSIMS policy guidance and training in controversial, high visibility areas identified by the Assistant Secretary of the Army for Research, Development and Acquisition ASA (RDA) and CG STRICOM.

1. STRICOM expert and focal point for capstone acquisition policy, encompassing all phases and functional areas of the acquisition process. Serves as the STRICOM Acquisition Reform Advocate. As the AR Advocate must have extensive knowledge of legislative, DOD and AR initiatives in order to advise Program Managers and Functional Directors on streamlining/tailoring the acquisition process. Incumbent's role in advising managers and directors on using AR tools and techniques has significant impact in the present environment of decreasing resources, as AR techniques reduce the time and dollars needed to develop/acquire simulation, training and instrumentation systems. Incumbent prepares STRICOM's position in response to Congressional, DOD and/or AMC taskers/queries on AR policy, procedures, initiatives and results. Serves as STRICOM representative on DOD/AMC working groups studying AR. Briefs industry and foreign delegates on STRICOM AR efforts. Primarily responsible for developing and implementing the Command's overarching internal business processes. Coordinates with the CIO and the IDE office to automate processes when practical. Responsible for oversight of the Command's IDIQ contract, advises PMs/Dirs on its use and reports to the Command Group/ESC on its effectiveness. (30%)

2. Responsible for planning, designing, and executing acquisition training to insure STRICOM acquisition managers from GO/SES level through the GS-12 action officer level understand and implement AR tools and techniques. Topics for training are based on legislative changes and involve translation and interpretation in order to develop training to institutionalize the changes. Incumbent works with DOD and AMC to coordinate AR training that complements other training efforts. Incumbent develops training seminars (Roadshows/Workshops) field experts will conduct at STRICOM. Training seminars involve preparing for GO/SES/PM/DIR officials, preparing sophisticated seminars and conducting workshops to practice new techniques. Since workshop requires multiple facilitators from all functional areas of acquisition, incumbent is responsible for training the facilitators so they conduct the workshops from a common frame of reference. Incumbent is the integrator of all logistical activities in support of the road shows/workshops. Responsible for maintenance, improvements, and instruction relative to the STRIAM to include Just-In-Time (JIT) training. (25%)

3. Serves as STRICOM and JSIM expert for assessing Acquisition Reform in Simulation, Training and Instrumentation systems. Participates as a member of the Acquisition Reform Implementation Assessment Team consisting of 8 – 15 high grade (GS 14/15) cross-MSC, OASA (RDA) and OSD members in conducting a rigorous review of MSCs' activities documentation and in interviewing multi-functional technical experts in contracting, engineering, logistics, and resource management disciplines. Works in close coordination with the Command Analysis and Plans Office (CAPO) to establish metrics appropriate to acquisition processes within the Command's Balanced Scorecard (BSC). Collects statistics on Command performance relative to established metrics, periodically (quarterly) reports to the Executive Steering Committee (ESC) on same, and recommends courses of action for resolving/improving areas requiring command attention. (25%)

4. Serves as the command Competition Advocate responsible for promoting full and open competition, promoting the acquisition of commercial items, and challenging barriers to such acquisition, including such barriers as unnecessarily restrictive statements of need, unnecessarily detailed specifications, and unnecessarily burdensome contract clauses. 10%

5. Serves as command Ombudsman responsible for reviewing complaints from the contractors on such contracts and ensuring that all of the contractors are afforded a fair opportunity to be considered. Serve as chairman of all Overarching Integrated Product Teams for major STRICOM acquisitions to provide

strategic guidance to the program office, resolve issues, and provide an independent assessment to the commander at major decision points, using information gathered through the Integrated Product Team (IPT) process. Directly responsible to the CG STRICOM to conduct special analytical studies applying contracting, program management, acquisition and life cycle support of simulation, training and instrumentation systems. Incumbent must exercise a high degree of judgement and originality in applying acquisition and systems engineering knowledge to unique problems in simulation, training and instrumentation systems acquisition.

10%

Performs other duties as assigned.

THE INCUMBENT OF THIS POSITION IS REQUIRED TO FILE A FINANCIAL DISCLOSURE STATEMENT (OGE 450) IN ACCORDANCE WITH THE DOD JOINT ETHICS REGULATION SECTION 7-300.

THIS POSITION IS A CRITICAL POSITION, WHICH MAY ONLY BE OCCUPIED BY A MEMBER OF THE DOD ACQUISITION CORPS, OR AS OTHERWISE PROVIDED BY LAW, 10 U.S.C. 1733.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (L 1-9 1850 POINTS)

Position requires capstone, integrative knowledge of all phases and activities of the systems acquisition process governing laws, regulation and applicable precedents to advise CG, STRICOM and JSIMS staff on policy issues.

Mastery of DOD, Army, AMC, STRICOM and JSIM policy and procedures including events and milestones in the appropriate acquisition activities for each event in order to assess the impact of changes/reforms and provide timely and accurate policy interpretations to functional experts in areas where little or no precedent is available.

Knowledge of DOD, Army and AMC decision-making structures within these organizations to conduct effective studies and propose policy improvements to them.

Knowledge of the relationship of processes supporting the acquisition life cycle, e.g., contracting, resource management, requirements generation and logistics in order to analyze the relationship of changes/reform of one process on the overall acquisition framework and to develop/design appropriate training.

Knowledge of Acquisition Reform Legislation such as the Federal Acquisition Reform Act and the Clinger-Cohen Act and their interpretation and translation into DOD and Army policy to both train and assess Acquisition Reform progress across STRICOM.

Knowledge and continuous awareness of Congressional, DOD and DA initiatives, which impact Acquisition policy, determine whether or not they conflict and how to implement.

FACTOR 2 – SUPERVISORY CONTROLS (L 2-5 650 POINTS)

Serves under the administrative direction of the Commander/Deputy Commander, within the office of the Command Group. The Commanding General/Deputy Commander will outline policies and broadly define project priorities and objectives, and is delegated unlimited authority to plan and administer assignments within the existing regulatory and legal restrictions. As recognized authority, incumbent exercises maximum freedom in performing work and leading teams and special study groups. Advice, judgement, recommendations and decisions are considered authoritative and serve as the basis for top-level management decisions. Recommendations typically have far-reaching effects on STRICOM-wide and JSIMS acquisition activities. Work is evaluated for accomplishment of objectives and general effectiveness. Incumbent determines the approaches and methods necessary to carry out assigned functions including the design of overall plans and strategies, to meet mission or program goals, requirements and timeframes. Incumbent independently carries out work, including continual coordination of the various elements involved. Products and advisory services provided to management are considered to be technically authoritative. Work is reviewed for adherence to administrative policies, broad program objectives and attainment of appropriate OSD, DA, AMC and STRICOM objectives.

FACTOR 3 – GUIDELINES (L 3-5 650 POINTS)

Source documents/guidelines consist of legislation and statutes on acquisition, including the Federal Acquisition Regulation and its numerous supplements and Army contracting directives and policies. Incumbent is an authority on developing and interpreting systems acquisition and contracting policy. These guidelines are only generally applicable to the work; the incumbent is expected to translate legislation and regulations into training briefings and training simulation workshops that apply to simulation, training and instrumentation system acquisition. Therefore, the incumbent exercises initiative, resourcefulness and experienced judgement in interpreting and applying such guides, as well as developing and implementing solutions to problems that are unique and outside the scope of written guidelines.

Incumbent must remain aware of changing policies, procedures and priorities from Congress, DOD, DA, AMC and STRICOM to interpret and modify training as necessary to accomplish this job.

FACTOR 4 – COMPLEXITY (L 4-6 450 POINTS)

Assignments are extremely broad and complex since they involve training and assessment of acquisition reform for action officers/managers, from a variety of disciplines, involved in developing simulation, training and instrumentation systems/items of all types for the Army. Within this broad context, incumbent must make decisions on the advisability for applying acquisition reform techniques for new and/or existing equipment where it affects the amount of resources and timeliness of fielding supportable systems. Decisions are affected by many variables, including current legislative guidance, changes in DOD officials, DA and AMC initiatives, field performance and STRICOM resources requiring probing analyses of issues and alternatives. Issues and their solutions are sufficiently diverse to require considerable innovation to satisfy program effectiveness and management responsibilities. Incumbent is responsible for designing sophisticated training scenarios to demonstrate the application of acquisition reform techniques and for preparing facilitators from a wide variety of disciplines so workshops are conducted from a common framework.

FACTOR 5 – SCOPE AND EFFECT (L 5-6 450 POINTS)

The scope of this position is the management of acquisition policy and acquisition reform procedures for all simulation, training and instrumentation systems developed and acquired by STRICOM and for JSIMS affecting all categories of systems used by the Army and DOD on a world-wide basis. Incumbent is responsible for materiel development/acquisition policies and procedures, training on new reform policies and evaluating systems development/acquisition efforts concerning their implementation of reform mission. Incumbent's recommendations on training or assessments have potential to alter the course of development programs, entailing large investments of funds and significantly affecting the readiness of the U.S. Army and DOD.

FACTOR 6/7 - PERSONAL CONTACTS AND PURPOSE OF CONTACTS (L 6/7-4 330 POINTS)

Incumbent has contact at all levels within STRICOM, JSIMS, Headquarters AMC and other MSC command groups. Incumbent also works closely at high levels with Department of the Army, and with other services and agencies, congressional staff members and corporate officials. Incumbent represents STRICOM and in some cases AMC, on interagency task forces and national conferences dealing with acquisition reform. Examples of such conferences are those senior leadership of the Federal government and private industry attend. Purpose of the contacts is to represent STRICOM, AMC and the Army as the expert on acquisition reform and to work with DOD and other services in resolving controversial and complex issues.

FACTOR 8 – PHYSICAL DEMANDS (L 8-1 5 POINTS)

Incumbents work is sedentary in nature, although high priority actions frequently require longer than 8 - hour days. Travel may be required (approx. 25% of the time).

FACTOR 9 – WORK ENVIRONMENT (L 9-1 5 POINTS)

The majority of the incumbent's work is performed within an office environment.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11930

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."